

HISTORIC HUDSON-HOOSIC RIVERS PARTNERSHIP

PURCHASING AND PROCUREMENT POLICY

Background and Purpose. The Historic Hudson-Hoosic Rivers Partnership (HHHRP) has determined that due to its status as a unique non-profit corporation established by a New York State statute it should have a policy to guide how purchases and contracts for goods and services are procured. HHHRP interacts with the municipalities within its statutorily designated area and most of the HHHRP voting members authorized by the enabling statute are intended to be municipalities. Further, HHHRP seeks grants from New York State funded sources that recommend non-profit corporations have a written policy or follow specified best practices. Therefore, HHHRP has used the General Municipal Law Section 103 as a reference.

Authorization of Purchase or Contract. All purchases or contracts for goods or services above \$3,000 will be authorized by the Board of Directors. All purchases or contracts for goods or services less than \$3,000 but more than \$1,000 will be authorized by the Executive Committee. Purchases or contracts for goods or services below \$1,000 may be authorized by the Chairman of the Board. Leasing shall be deemed a purchase or contract for goods.

Methods for Procurement. Depending on circumstances, procurements will use one of the following methods; Invitation for Bids, Request for Proposals, Negotiated Procurement and Non-competitive Negotiations.

Invitation for Bids (IFB) can be used when detailed specifications and requirements can be prepared and cost is the sole or primary basis for award. Vendor response is a price bid. Award is made to the lowest responsible, responsive bidder.

Request for Proposals (RFP) can be used when specifications and requirements cannot be made specific enough to permit the award based on cost only. The selection criteria including cost and such matters as design proposals, method of delivery and vendor qualifications shall be specified in advance and made public. Vendor response is a proposal containing the required criteria. Award is made to the proposal that best meets the preset criteria.

Negotiated Procurement (NP) is an RFP process without preset selection criteria. Upon receipt of proposals, negotiations may continue to clarify the requirements such as design, methods of delivery as well as cost. The final proposal and cost will be the result. Award is made to the final proposal that best meets the purpose and goals.

Non-competitive Negotiations (NCN) may be used when an emergency requires prompt action, there is only one feasible vendor or there is only one response to an IFB or RFP.

Grants or Other Funding Sources. In the event a grant or other source of funding has procurement requirements, such requirements will be followed as necessary to comply.

Thresholds for Advertising and Other Competitive Bidding.

All purchases of:

- (a) supplies or equipment which are at or will exceed \$20,000 in the fiscal year or
- (b) other contracts (including professional services) at or over \$35,000

are required to be advertised in local publication designated or recognized as the official newspaper of general circulation for such purpose and formally bid or responded to in the manner specified in the advertisement.

All estimated purchases of:

- Less than \$20,000 for supplies and materials or \$35,000 for other contracts but, at or greater than \$5,000 require written bid quotes (IFB) or written proposals (RFP) from 3 vendors.
- Less than \$5,000 but at or greater than \$3,000 require written bid quotes (IFB) or written proposals (RFP) from 2 vendors.
- Less than \$3,000 can use NCN method.

Where possible prequalified vendor lists maintained by New York State or local governments will be utilized as part of both the above advertising and other competitive bidding solicitations. If permitted the NYS Contract Reporter may be used to advertise.

In certain cases with adequate justification the Board of Directors may waive any or all of the foregoing advertising and bidding requirements in order to meet specific purposes and goals.

Emergencies. In case of emergencies no advertising or competitive bidding will be required.

Documentation. Documentation of all efforts to advertise and solicit proposals shall be maintained. A list of all vendors from whom IFB's or RFP's have been solicited and the vendors who have provided written responses shall be compiled and maintained. The basis for purchase or contract award shall be documented. Reasons for rejecting an IFB bid or RFP proposal shall also be documented, including determination of bidder non responsible. All information gathered in complying with these procedures shall be preserved and filed with the documentation supporting the contract.

Annual Procurements. An estimate of the cumulative amount of the items of supply, equipment or services (including professional services) needed in a given fiscal year will be prepared. That estimate shall include past histories to determine the likely yearly value of the items or services to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Periodic Review. This policy shall be reviewed annually by the HHHRP Board at its organizational meeting or as soon thereafter as is reasonably practicable.